
DIVISION OF INNOVATIVE PROGRAMS

In our changing culture where education has become a lifetime process, many adults are seeking to enhance their skills or to obtain those appropriate to career changes and growth, while high school students are looking for an early start on college work. To meet the needs of these nontraditional students, many of whom have daytime responsibilities, the Division of Innovative Programs strives to provide a variety of alternatives.

ADVANCE Program and Weekend College

Marc E. Hurt, *Director*

The **ADVANCE program** is a degree program specifically designed for adults who want to complete a college degree while continuing to be employed full-time. Students who meet the entrance requirements will find it possible to successfully complete the coursework and earn their degree in an 18-month period.

Weekend college offers courses which usually meet general education requirements. They are available on Saturdays and evenings on the HLG campus. Registration is required for each of these courses one week prior to the first day of class.

College Credit for High School Students and Adult Continuing Education

Johnny R. Abbott, *Director*

College Credit For High School Students

High school students demonstrating exceptional ability may enroll for course credit at HLG in one of the ways listed below. However, such courses will neither be applicable toward a college degree nor transferable until the student graduates from high school or successfully completes the GED test.

Dual credit courses: In some high schools, students may enroll in select courses and earn high school and college credit concurrently. For information, students may contact the high school counselor or HLG's dual credit program director.

Early enrollment (E²): Exceptional high school students who have completed their junior year may enroll in college-credit courses on the HLG campus. Some courses may also satisfy high school requirements. By special arrangement with their high schools, students are permitted to attend HLG's courses during the school day. For information, students may contact the high school counselor or HLG's early enrollment program director.

Adult Continuing Education

Continuing Education Units (CEUs). CEUs are awarded to individuals for successful completion of qualified noncredit programs. The CEU is a recognized measurement of a noncredit course of study, even though such an educational effort is not applicable toward a degree. One CEU is awarded for ten contact hours of participation.

Extension classes. Courses offered at off-campus sites are identical to courses taught in the traditional program. The college also conducts specialized courses for companies designed to enhance the skills of their employees. These courses may offer college credit. If not, students may be eligible for Continuing Education Units (CEUs). **NOTE:** Students cannot become a candidate for a degree until they fulfill the residency requirements, as stated in the catalog.

ADVANCE PROGRAMS

Bachelor of Science Degree: *Majors*— Administration of Justice, Child Development, Organizational Management

Bachelor of Applied Science Degree: *Majors*— Administration of Justice, Child Development, Organizational Management

Goals

- 1) To assist adults in realizing personal and career growth.
- 2) To develop interpersonal skills, expertise in written and oral communication, and problem-solving and decision-making abilities.
- 3) To promote growth in self-knowledge and self-image.
- 4) To develop self-reliance and leadership skills.

Guidelines for Admission

- 1) Adults with five years of full-time work experience seeking to enhance or develop their supervisory, management, or program administration skills.
- 2) Approximately 60 hours of transferable credits from accredited institution(s).

Requirements for a BS Degree or a BAS Degree Earned Through the ADVANCE Program: Majors in Administration of Justice, in Child Development, and in Organizational Management

NOTE: The BS degree allows the transfer of academic college credit for general education courses and electives. The BAS degree also accepts technical credit and the Associate of Applied Science degree (AAS), in transfer.

- 1) Complete the General Education Requirements shown below for the chosen degree and the Graduation Requirements (see **Academic Policies**).
- 2) Pass each of the Course Requirements listed under the chosen major with a grade of C or better.

GENERAL EDUCATION REQUIREMENTS for BS Degree: 49 hours

<u>Courses</u>	<u>Hours</u>	<u>Courses</u>	<u>Hours</u>
Bible	6	Natural Science ²	7
English Composition	6	Mathematics ³	3
Speech	3	Computer Course	3
Humanities & Fine Arts ¹	12	Social Science ⁴	9

GENERAL EDUCATION REQUIREMENTS for BAS Degree: 43 hours

<u>Courses</u>	<u>Hours</u>	<u>Courses</u>	<u>Hours</u>
Bible	6	Natural Science ²	7
English Composition	6	Mathematics ³	3
Speech	3	Computer Course	3
Humanities & Fine Arts ¹	9	Social Science ⁴	6

NOTES FOR GENERAL EDUCATION COURSES:

¹The humanities and fine arts requirement must include 3 hours of *history*. The remaining courses are to be taken from at least two other departments within the Humanities and the Fine Arts divisions: Art, Communication Arts, English, Literature, Modern Language, Music, Philosophy, or Theatre.

²At least one lab course is required.

³For BS degree, one of the following courses is required: MTH 131, 143, 153, 185 or higher. For BAS degree, either MTH 113 (Introduction to Mathematics) or MTH 123 (Intermediate Algebra) or higher is required.

⁴Courses in social science must come from at least two disciplines. Examples of potential disciplines that may fulfill a general education requirement: administration, anthropology, archaeology, business law, counseling, criminology, economics, education, human relations, justice system, juvenile delinquency, physical education, political science, psychology, social issues, sociology.

Major in Administration of Justice: 48 hours

ADJ 223	Probation, Parole, & Community Corrections	ADJ 366	Ethics in Criminal Justice
ADJ 263	Writing in Criminal Justice Practice	ADJ 373	Criminal Justice Issues
ADJ 303	Criminal Law & Procedures	ADJ 403	U.S. Supreme Court Decisions—Critical Issues
ADJ 313	Criminology	ADJ 413	Constitutional Law I
ADJ 323	Juvenile Delinquency	ADJ 423	Constitutional Law II
ADJ 333	The Enforcement System	ADJ 445	Criminal Justice Internship/Research Paper
ADJ 353	Leadership & Supervision of Police Personnel	ORM 353	The Bible & the Christian Worldview in Pluralistic America
ADJ 354	Criminal Justice Supervision & Management		

Major in Child Development: 48 hours

CHD 202	Growth & Development in Young Children	CHD 356	Curriculum & Methods for Early Childhood
CHD 243	Admin of Early Childhood Programs	CHD 362	Family & Community Resources
CHD 303	Introduction to Early Childhood	CHD 382	Assessing Young Children
CHD 312	Emergent Language	CHD 413	Early Literacy
CHD 313	Implementing & Evaluating Interventions	CHD 473	Portfolio Development & Grant Writing
CHD 323	Communication Disorders	CHD 486	Internship in Child Development
CHD 343	Multicultural Study of Children & Families	ORM 353	Bible & the Christian Worldview in Pluralistic America

Major in Organizational Management: 49 hours

ORM 303	Group & Organizational Dynamics	ORM 404	International Business
ORM 314	Adult Development & Life Assessment	ORM 413	Managerial Economics
ORM 331	Writing Lab	ORM 423	Managerial Marketing
ORM 333	Organizational Communication	ORM 443	Human Resources Management
ORM 353	The Bible & the Christian Worldview in Pluralistic America	ORM 453	Strategic Planning
ORM 363	Intro to Research & Analysis Using Statistics	ORM 463	Organizational Ethics
ORM 373	Social Issues & Their Impact on the Workplace	ORM 473	Managerial Accounting
		ORM 483	Managerial Finance
		ORM 494	Applied Business Law

Course Offerings

ADMINISTRATION OF JUSTICE

ADJ 223 Probation, Parole, and Community Corrections (same as CRJ 223) **3 hours**
Examines the functioning of the probation and parole system on the national, state, and local levels.

ADJ 263 Writing in Criminal Justice Practice **3 hours**
Emphasizes writing improvement with special attention to reports used in the criminal justice system.

ADJ 303 Criminal Law and Procedures (same as CRJ 303) **3 hours**
Criminal law as it relates to specific property crimes and crimes against persons. Gives particular attention to the elements of each offense and to the procedures essential for successful prosecution.

ADJ 313 Criminology (same as CRJ 313 and SOC 313) **3 hours**
An analysis of crime and delinquency in a changing society with special emphasis on sociological factors contributing to the problem. Gives attention to the control, prevention, and treatment of aspects of law-violating behavior.

ADJ 323 Juvenile Delinquency (same as CRJ 323 and SOC 323) **3 hours**
The nature and extent of delinquency; competing models and theories; and evaluation of prevention, control, treatment, and research programs.

ADJ 333 The Enforcement System (same as CRJ 333) **3 hours**
Explores local, state, and federal enforcement systems and their relationship to one another and to areas of jurisdiction.

ADJ 353 Leadership and Supervision of Police Personnel **3 hours**
Examines issues of leadership and supervision relevant to law enforcement personnel. Students will be taught how to plan and implement departmental policies and procedures. Special attention will be given to issues relating to the media.

ADJ 354 Criminal Justice Supervision and Management (same as CRJ 354) **3 hours**
Focuses on developing administrative practices that incorporate human resource development theories. Examines theories of motivation and leadership.

ADJ 366 Ethics in Criminal Justice **3 hours**
A study of principles of ethics, including Christian ethics, with particular application to the criminal justice profession.

ADJ 373 Criminal Justice Issues (same as CRJ 373) **3 hours**
Focuses on the development of critical thinking on issues such as capital punishment, plea bargaining, search and seizure, stop and frisk, and on a wide variety of constitutional-related issues.

ADJ 403 U.S. Supreme Court Decisions—Critical Issues (same as CRJ 403) **3 hours**
Focuses on selected constitutional aspects of law enforcement. Includes the law of arrest, search and seizure, self-incrimination, the right to counsel, probable cause, exclusionary rule, stop and frisk, vehicle searches, use of force, and legal liabilities.

ADJ 413 Constitutional Law I (same as CRJ 413) **3 hours**
Examines the history and general application of such constitutional provisions as speech, press, assembly, authority to detain and arrest, search, seizure, wiretapping, and eavesdropping.

ADJ 423 Constitutional Law II (same as CRJ 423) **3 hours**
Examines the constitutional guidelines as they pertain to interrogations, confessions, self-incrimination, assistance of counsel, double jeopardy, humane punishment, fair and just trials, as well as civil rights and civil rights legislation.

ADJ 445 Criminal Justice Internship/Research Paper **6 hours**
Students receive supervised field experience through placement in an area agency relating to law enforcement, courts, or corrections. Requires a research paper relating to the area of placement.

CHILD DEVELOPMENT

CHD 202 Growth and Development in Young Children **3 hours**
Studies on physical, emotional, social, and mental growth of early childhood, from birth to 12 years.
Prerequisite: PSY 113

CHD 243 Administration of Early Childhood Programs **3 hours**
Focuses on the organization and management of a childcare facility, including licensing procedures, recruitment, training, and implementing the regulations of the Department of Health, OSHA, IDEA, and ADA. Emphasis on the roles and responsibilities of the director.

CHD 303 Introduction to Early Childhood **3 hours**
 Introduction to the early childhood profession; emphasis on the history, philosophies, ethics, legal aspects, and trends in the early childhood field.

CHD 312 Emergent Language **3 hours**
 Focuses on the various factors involved in children's acquisition and development of oral and written language, from birth to age five; explores the use of literature as a major component of this development.

CHD 313 Implementing and Evaluating Interventions **3 hours**
 Addresses the intervention needs of infants, toddlers, and young children who have disabilities or who are at high risk for developing disabilities. Compares and contrasts models of intervention and accompanying research for specific educational needs. Demonstrates the use of assessment results to plan and evaluate specific interventions and strategies for achieving results.

CHD 323 Communication Disorders **3 hours**
 Deals with language and subsequent literacy issues experienced by young children who are at-risk or have disabilities. Covers specific strategies to increase vocabulary and language and to use augmentative systems. Emphasizes the assessment of and the teaching of early literacy skills necessary for reading.

CHD 343 Multicultural Study of Children and Families **3 hours**
 Studies the different relationship styles and cultures of children and families through case studies and research projects.

CHD 356 Curriculum and Methods for Early Childhood **6 hours**
 Develops competency in the curriculum and methods for facilitation of young children, including infants through toddlers and ages three through five. A practicum, with qualified supervision, is scheduled concurrently for work with these age groups. The student will develop a curriculum, implement it with young children, and evaluate its effectiveness.

CHD 362 Family and Community Resources **3 hours**
 Explores family and community resources available to those working with young children, birth through age five.

CHD 382 Assessing Young Children **3 hours**
 Appropriate factors in screening, diagnosing, and prescribing instruction; emphasis on authentic assessment for children, birth through age five, including children with special needs.

CHD 413 Early Literacy **3 hours**
 Explores the early literacy development of children, birth to age five, with emphasis on developmentally appropriate practice in literacy. Includes experiences with young children.

CHD 473 Portfolio Development and Grant Writing **3 hours**
 Students will develop a portfolio following professional guidelines. An in-depth study of basic grant writing. Emphasis on actually writing a proposed government grant.

CHD 486 Internship in Child Development **6 hours**
 Involvement in a supervised internship through placement with early childhood professionals in field settings; one half of the internship will be spent with infants/toddlers, the other with children ages three through five.

ORGANIZATIONAL MANAGEMENT

ORM 303 Group and Organizational Dynamics **3 hours**
 Examines group behavior and how group functioning affects organizational effectiveness. Emphasis on decision-making and resolving conflict in groups. Students develop strategies for efficient and productive group management and determine which tasks are handled by groups or individuals.

ORM 314 Adult Development and Life Assessment **4 hours**
 Introduces adult development theory and links these concepts to life through a process of individual reflection. Examines classical and contemporary adult development. These theories provide the paradigm for self-analysis and life assessment.

ORM 331 Writing Lab**1 hour**

Reviews the skills needed for college and business writing assignments. Emphasis on development and organization of material.

ORM 333 Organizational Communication**3 hours**

Investigates communication and relationships in creating a productive work environment. Also covers effectiveness in personal and social relationships through readings and exercises involving nonverbal communication, constructive feedback, dealing with anger, and resolving conflict.

ORM 353 The Bible and the Christian Worldview in Pluralistic America**3 hours**

Surveys major themes, events, and plots in the Bible that are significant for constructing a biblical worldview. Relevant findings will be applied to issues concerning the place of a Christian worldview in the contemporary, pluralistic culture of the United States. Gives particular attention to the viability of a Christian worldview in the workplace in the United States.

ORM 363 Introduction to Research and Analysis Using Statistics**3 hours**

Focuses on problem analysis and evaluation techniques. Students are shown methods for defining, researching, analyzing, and evaluating a problem in the work or avocational environment that they have selected for an independent study project. Specific statistical information covered in the course includes identifying and measuring objectives, collecting data, working with levels of significance, analyzing variance, and constructing questionnaires.

ORM 373 Social Issues and Their Impact on the Workplace**3 hours**

Presents an analysis of major contemporary social problems, especially in the United States. Emphasis on the problems of poverty, racism, sexism, drug and alcohol abuse, and illiteracy; focuses on their impact on the contemporary workplace. Considers the diverse sociological perspectives on the causes, consequences, and solutions to these problems.

ORM 404 International Business**4 hours**

Gives students an overview of the international business environment, the forces that influence the international marketplace, and the strategies that can be implemented to succeed in international business.

ORM 413 Managerial Economics**3 hours**

Focuses upon the principles of economics as they need to be understood and used by managers and supervisors in all fields. In this era of downsizing or restructuring brought on by international competition and globalization, it is crucial that managers at every level, and in every type of organization, understand and use the principles of economics to aid in making sound decisions.

ORM 423 Managerial Marketing**3 hours**

Examines principles of marketing in all areas in order to develop and utilize effective marketing practices. Explores concepts of our global economy, including major social, psychological, and political influences, and considers their marketing implications from a manager's perspective.

ORM 443 Human Resources Management**3 hours**

Explores the values and perceptions of selected groups affecting social and economic life through an analysis of policies and practices of recruitment, selection, training, development, and compensation of employees. Gives special attention to Equal Opportunity and to Office of Safety and Health Administration (OSHA) legislation.

ORM 453 Strategic Planning**3 hours**

Introduces students to various management planning models and techniques and applies these to business cases. Stresses concepts of strategic planning and strategic management.

ORM 463 Organizational Ethics**3 hours**

Reviews several major ethical theories. Students are asked to examine personal values through readings and workplace analysis to formulate a management philosophy by incorporating business ethics, government accountability, human rights, and a responsible lifestyle.

ORM 473 Managerial Accounting**3 hours**

Examines accounting as a cross-functional discipline that provides useful information to all types of managers in all types of organizations. Emphasis on the practical rather than the theoretical; shows how managers use accounting concepts and techniques to make decisions.

ORM 483 Managerial Finance

3 hours

Designed and developed explicitly as a first course in managerial finance. Emphasizes the role of the financial manager as a decision-maker and stresses the need for managerial input and judgment.

ORM 494 Applied Business Law

4 hours

Studies the history, background, sources, and influences of our modern-day law as it pertains to the business activities of individuals, corporations, and other legal entities. Special emphasis upon business litigation, legal liabilities, alternative dispute resolution techniques, and the laws governing contracts, creditors' rights, secured transactions, bankruptcies, agencies, partnerships, and corporations.